

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: Demob -- SANDERS
Date: Friday, September 22, 2017 4:34:11 PM
Attachments: [ICS 221 - Demobilization Checkout 3 - LaTonya Sanders - Harvey Response - Charlie Branch.docx](#)

From: Sanders, LaTonya
Sent: Friday, September 22, 2017 4:34:10 PM (UTC-06:00) Central Time (US & Canada)
To: R6HarveyLSC; Coats, Janetta; Mohon, Mitty
Cc: R6HarveyInfo
Subject: Demob -- SANDERS

Name: LaTonya Sanders

Field Supervisor: Janetta Coats

Demob Date: 09-23-17

Lodging Information:

- 09-08-17 – 09-10-17 -- Club Quarters Hotel, 720 Fannin Street, Houston, TX
- 09-11-17 – 09-23-17 – EPA Trailer #14 at the Jack Brooks Regional Airport, 6000 Air Line Drive, Beaumont, TX

Yes	No	N/A	Copy this table and paste into your email
		X	I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
		X	I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
	X		I generated hardcopy paperwork during my rotation.
		X	All hardcopy paperwork has been turned into my immediate field supervisor
X			I generated electronic files during my rotation.
X			All electronic files have been sent to R6HarveyDOCL@epa.gov .
X			I will complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
X			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.